

Mono County
Community Development Department

P.O. Box 347 Mammoth Lakes, CA 93546 (760) 924-1800, fax 924-1801 commdev@mono.ca.gov	Planning Division	P.O. Box 8 Bridgeport, CA 93517 (760) 932-5420, fax 932-5431 www.monocounty.ca.gov
--	-------------------	---

PARCEL MAP/LAND DIVISION
INFORMATION

INTRODUCTION:

A land division or parcel map is the division of any real property, improved or not, shown on the latest assessment roll, for the purpose of sale, lease or financing into four or fewer parcels.

The Planning Commission reviews and makes determinations on tentative parcel maps/land division. After conducting a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required findings, and approves the tentative map. Once the applicant has complied with all of the tentative map conditions, the final map is brought before the Planning Commission for approval. The average processing time for a land division project is six to nine months.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form (one copy) or Expanded Environmental Submittal for larger projects (three bound copies and one unbound copy for reproduction).
- C. Parcel Map folded to maximum size of 9" x 12" with the map number exposed (12 copies). Reproducible copy of map 8.5" x 11" or 11" by 17".
- D. Signed copy of Tentative Parcel Map Checklist.
- E. Deposit for project processing: See Development Fee Schedule.
- F. Indemnification Agreement.
- G. Environmental Review (CEQA): See Development Fee Schedule for Negative Declaration and Environmental Impact Report (deposit for initial study only).

APPLICATION REVIEW PROCEDURE:

- A. Preapplication conference with county staff. Conferences can be requested by staff or the applicant for larger projects or those projects that might generate significant public controversy.
- B. Application packet submitted to the Planning Division.
- C. Planning staff review of application packet. If packet is incomplete, the applicant will be notified of the deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report require more time. If complete, the packet will be sent for review to local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of representatives from the Planning, Public Works and Health departments. The preparation of a Planning Commission staff report and environmental document will also commence. The LDTAC meetings for projects requiring a Negative Declaration or EIR are scheduled a minimum of four weeks after a completed project application is accepted. Board of Supervisors' Minute Order 83-1154 requires the Planning Division to give local fire districts at least 20 days to review and comment on projects. LDTAC meetings are held following the initial review period to examine comments and concerns of local, state and federal agencies.

More on back...

- D. LDTAC review of project. The LDTAC will review with the applicant the Staff Report with conditions of approval, comments from agencies and the environmental document. Prior to the close of the meeting, the LDTAC will recommend to the Planning Commission approval or conditional approval of the tentative map only when the findings in Mono County Code § 17.36.090 can be made.
- E. Planning Commission public hearing scheduled. Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.
- F. Final Staff Report and environmental document. A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.
- G. Planning Commission public hearing conducted. Following a staff presentation and additional public testimony, the Planning Commission will make an environmental determination and then take action on the proposed project. It can: 1) deny; 2) approve; 3) approve with conditions; or 4) continue the hearing to receive additional input. If approved, the tentative map is valid for two years. The Planning Commission may grant three one-year extensions after the initial two-year period.
- H. Appeal of Planning Commission's decision. The applicant or other interested parties can appeal the Planning Commission's decision to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Division within 15 days of the decision date.
- I. Final map review and approval. The engineer/applicant shall submit a final map to the Public Works Department. If Public Works determines that the final map is consistent with the tentative map and all conditions of approval have been met, the final map is scheduled for review and signature by the chair of the Planning Commission at a commission meeting.
- J. Final map recorded with County Clerk-Recorder.

Mono County
Community Development Department

P.O. Box 347 Mammoth Lakes, CA 93546 (760) 924-1800, fax 924-1801 commdev@mono.ca.gov	Planning Division	P.O. Box 8 Bridgeport, CA 93517 (760) 932-5420, fax 932-5431 www.monocounty.ca.gov
--	-------------------	---

PARCEL MAP/ LAND DIVISION

APPLICATION

APPLICATION # _____ FEE PAID \$ _____
DATE RECEIVED _____ RECEIVED BY _____
RECEIPT # _____ CHECK # _____ (NO CASH

APPLICANT/AGENT _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (____) _____ E-MAIL _____

PROPERTY DESCRIPTION:

Assessor's Parcel # _____ Total Acres _____

General Plan Land Use Designation _____

Domestic Water Source and/or Supplier _____

Method of Sewage Disposal _____

Present Use of Parcel _____

Proposed Use of Parcel _____

APPLICATION PACKET SHALL INCLUDE: Tentative Tract Map, required filing fees listed on Development Fee Schedule, and other background materials.

NOTE: An incomplete application packet may delay project processing.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: q legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), q corporate officer(s) empowered to sign for the corporation, or q owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Signature

Date

Mono County
Community Development Department

P.O. Box 347 Mammoth Lakes, CA 93546 (760) 924-1800, fax 924-1801 commdev@mono.ca.gov	Planning Division	P.O. Box 8 Bridgeport, CA 93517 (760) 932-5420, fax 932-5431 www.monocounty.ca.gov
--	-------------------	---

**TENTATIVE PARCEL MAP
CHECKLIST**

Lack of the following information may delay processing of a Tentative Parcel Map application.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application.
- B. Completed Project Information form.
- C. Copy of preliminary title report.
- D. Assessor's map with property of the proposed land division delineated.
- E. Indemnification Agreement.

TENTATIVE PARCEL MAP REQUIREMENTS:

The tentative map shall be clearly and legibly drawn on sheets 18" x 26", using an engineer's scale. A marginal line shall be drawn around each sheet leaving a blank margin of one inch. Twelve (12) copies of the tentative map and one reproducible copy of the tentative map no larger than 11" x 17" shall be required at the time of project submittal. The Tentative Parcel Map shall show the following:

- ☐ Name, address and telephone number of applicant, owner and plan preparer.
- ☐ Date of map preparation.
- ☐ Assessor's Parcel Number.
- ☐ Boundaries of the land proposed to be divided, including existing and proposed parcel lines with dimensions and net area, exclusive of roads.
- ☐ North arrow and scale.
- ☐ Existing General Plan Land Use Designation of the land.
- ☐ Proposed land use of parcels.
- ☐ Existing or proposed right-of-way lines of county roads or streets within or abutting the land, and the location and width of pavement, including the roadway pavement, curbs, gutters and sidewalks, both existing and proposed.
- ☐ Location, with dimensions, of any existing structures and improvements on the land or underground, including wells, sewage disposal facilities, utility lines, driveways, etc.
- ☐ Location of drainage provisions, drainage courses, watercourses and areas subject to flooding.

More on back...

- ☐ Existing or proposed easements that may have influenced the proposed parcel line locations or may influence the locations of buildings.
- ☐ Domestic water source including the name of supplier, quality and an estimate of available quantity. If individual wells are proposed, show the location of each well. Show also each existing well within 200 feet of the subject property.
- ☐ Method of sewage disposal and name of sewage agency, if any. If individual septic disposal systems are proposed, show the location of leach field and replacement area. Show also each existing septic disposal system within 200' of the subject property.
- ☐ Other information needed by Land Development Technical Advisory Committee (LDTAC), including maps of adjoining land that may have been divided previously.

The items checked above have been included in the application packet or are shown on the Tentative Parcel Map.

Signature

Date

